



The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of Veterinary Medicine
1000 Washington Street, Suite 710
Boston, MA 02118-6100
Phone: (617) 727-3080

VETERINARY MEDICINE LICENSE APPLICATION INSTRUCTIONS AND INFORMATION

EXAMINATION INFORMATION

Only candidates seeking a Massachusetts license will be permitted to sit for the North American Veterinary Licensing Exam (NAVLE) and/or the Jurisprudence examination. Graduates of non-AVMA accredited programs must enroll in either the Educational Commission for Foreign Veterinary Graduates (ECFVG) **or** the Program for the Assessment of Veterinary Education Equivalence (PAVE) program before applying, and proof of enrollment is required prior to sitting for an examination (See "Information for Graduates of Non-AVMA Accredited Veterinary Schools" section below).

All examination candidates must have either graduated or be within 210 days of graduation (on the date of the examination). The Board will accept a letter from the Dean of a veterinary school which certifies that you have received the degree of Doctor of Veterinary Medicine or have met all of the requirements for graduation and will graduate no later than 210 calendar days after the Board's examination. In lieu of a letter from the dean, completion of the **CERTIFICATE BY DEAN OR REGISTRAR** form is acceptable. Please note that candidates who sit for the examination prior to graduation will be required to submit an official transcript **AFTER** graduation.

Exams are administered during specific windows in the spring and winter. **Candidates wishing to sit for the NAVLE must submit this license application and fees to the Board no later than the deadline listed on the enclosed application, AND apply directly to the National Board of Veterinary Medical Examiners (NBVME).** Please visit www.nbvme.org for specifics on NBVME's application process and deadlines for the NAVLE. Please be aware that NAVLE examination fees will be paid directly to NBVME, and are in addition to the fees required to be submitted with this licensure application. Do not wait until the last minute to complete either of these steps, as we cannot be responsible for mail delays. Information received after the deadline will not be accepted.

Board Application Deadlines for NAVLE Applicants:

August 1 for November - December testing window

December 15 for April testing window

Following review and approval of the application, candidates will be added to the Board's list of approved applicants, which is submitted to NBVME just prior to their registration deadline. Be reminded that All approved candidates are required to **ALSO** register with NBVME.

For exams taken prior to December 1992, the passing grade on the NBE and CCT is 75. Passing status on current national exams is established using a content-based or criterion referenced standard setting procedure. Please visit www.nbvme.org for more information on the current passing standard.

The Board will notify all candidates in writing of their national examination results approximately 6 to 8 weeks following the closing of each testing window. The jurisprudence examination will be scored upon receipt of your application. Please do not call the Board for your results, as they cannot be given over the phone.

If you have already successfully completed the national exams, you must have a score report forwarded to the Board. Score transfer requests are processed by the Veterinary Information Verifying Agency (VIVA) of the American Association of Veterinary State Boards (AAVSB). A score transfer request can be processed **on-line** through the VIVA link on the AAVSB web site, www.aavsb.org. If you choose to mail or fax a request, a VIVA score transfer application form is also available as a pdf file for printing on the website. AAVSB can be reached by phone at (877) 698-8482.

JURISPRUDENCE EXAMINATION

All applicants are required to pass the Massachusetts Veterinary Jurisprudence Examination. This exam is designed to assess your knowledge of Massachusetts' statutes and regulations with regards to the practice of veterinary medicine. This exam must be included when submitting your application for licensure. Please be aware that this examination is not available on-line or via e-mail and will be mailed out upon request. Please contact Board staff to obtain a copy of the Massachusetts Jurisprudence Examination {call (617)727-3080 or use the e-mail the Board function on the Board's website}.

RECIPROCITY

If you are a licensed veterinarian in another state and have been engaged in the practice of veterinary medicine for five consecutive years, you may apply for licensure in Massachusetts via reciprocity. Reciprocity applicants are required to complete all portions of the application, including the submission of professional references and passage of the Jurisprudence examination. In addition a certified letter of licensure status must be submitted directly from all states in which currently and/or previously licensed, and a score report must be received from VIVA (see instructions above regarding obtaining score transfer).

LIMITED LICENSES FOR BOARD CERTIFIED VETERINARIANS

The NAVLE requirement may be waived in the case of an AVMA board certified veterinarian (Jurisprudence Exam will not be waived). If such a waiver is granted, the Board shall restrict the licensee's veterinary practice to his/her board specialty. Limited license applicants are required to complete all portions of the application, including the submission of professional references and passage of the Jurisprudence examination. In addition, a current CV/resume and a copy of your board specialty certificate must be submitted. An interview with the Board may also be required.

INFORMATION FOR GRADUATES OF NON-AVMA ACCREDITED VETERINARY SCHOOLS

The Massachusetts Board of Veterinary Medicine permits graduates of non-AVMA accredited programs to apply for licensure in Massachusetts and sit for the NAVLE and Jurisprudence examination provided that the following is submitted:

1. Complete licensure application
2. Confirmation of degree from veterinary school {Candidates receiving a degree from a foreign veterinary school must have transcripts or diplomas translated into English and notarized prior to submitting them as evidence of graduation.}
3. Proof of enrollment in the ECFVG or PAVE certification program

Please be aware however that following passage of the NAVLE, licensure will not be granted until official documentation of the completion of the ECFVG or PAVE certification program is received by the Board office.

Information on the ECFVG certification program can be obtained via their website www.avma.org/education/ecfvg, by mail at American Veterinary Medical Association, ATTN: ECFVG, 1931, N. Meacham Road, Suite 100, Schaumburg, IL 60173-4360, or by phone at (800) 248-2862.

Information on the PAVE program can be obtained via their website at www.aavsb.org/PAVE, by mail at The PAVE Program, 380 W. 22nd Street, Suite 101, Kansas City, MO 64108, or by phone at 816.931.1504 ext. 222.

TEMPORARY PERMITS

{For Graduates of Non-AVMA Accredited Veterinary Schools Only}

An applicant who is a graduate of a non-AVMA accredited veterinary school, who meets the below specified criteria, may apply for a temporary permit to practice veterinary medicine in the Commonwealth. Temporary permits are issued for a period of six months with the possibility of one 6-month renewal. A candidate to whom the Board issues a temporary permit may **only** practice under the direct supervision of a veterinarian licensed in the Commonwealth. In addition to submitting the completed application, be sure to complete the temporary permit application.

To be eligible for a six month temporary permit, a candidate must have passed both the jurisprudence examination and the national exams, and must be within six months of completing the PAVE or ECFVG. A Board interview with the candidate and supervisor is required and will be scheduled following application approval.

ALL APPLICANTS

The enclosed **Professional and Ethical Reference Forms** must be completed by currently licensed Veterinarians who are familiar with your veterinary skills, as well as your professional and ethical conduct. You must complete the top portion of the Reference Forms and provide them to the references, who should complete them, have them notarized, and remit them to you in a sealed envelope with their signature across the back. **DO NOT SUBMIT UNSEALED OR UNSIGNED REFERENCES.**

The enclosed **checklist** must be filled out and submitted to the Board in order for your application to be considered complete. Officially sealed transcripts and other forms to be filled out by a third party (references, letters of licensure standing, etc) may be sent under separate cover, however it is preferred that they be submitted with the application in order to avoid delays. If submitted with the application, those items ***must remain sealed*** and your references must sign along the seal on the back of the envelope. Letters of verification from states you currently hold or have held a license must be submitted directly to the Board from that state. All applicants applying for licensure are required to submit ***official sealed transcripts*** of the conferred degree or a notarized photocopy of the diploma. Please remember that you are not permitted to practice veterinary medicine in Massachusetts until you have received notification that the Board has granted a license.

Application Fees = \$272.00

The above noted total application fee is made up of an application processing fee (\$117.00) plus a jurisprudence examination fee (\$155.00). Both fees which are NON-REFUNDABLE should be paid in one personal check or money order payable to the "Commonwealth of Massachusetts". Please do not send cash.

Following review and approval of the application, when it is determined that all licensure requirements have been met an initial licensure fee will then be assessed